

2021 Memorial Day Flyover Guide

103d Airlift Wing
Connecticut Air National Guard



World-class Airmen – Always ready, always there to serve Connecticut and the Nation



- This guide will take you through the process of filling out an online application requesting a flyover by the 103rd Airlift Wing of the CT Air National Guard for your Memorial Day event.
- Please read all directions carefully and follow this guide all the way to the end, the very last step is the most important.
- Your primary Point of Contact at the Wing is:
 - Lt Col Mark Boyer
 - Mark.boyer.7@us.af.mil
 - Office: (860) 292-2347
 - Mobile: (910) 584-5454
- The Flying Yankees are proud to work with our local communities and, pending approval of this application, weather, and real-world operations, we look forward to supporting your event!



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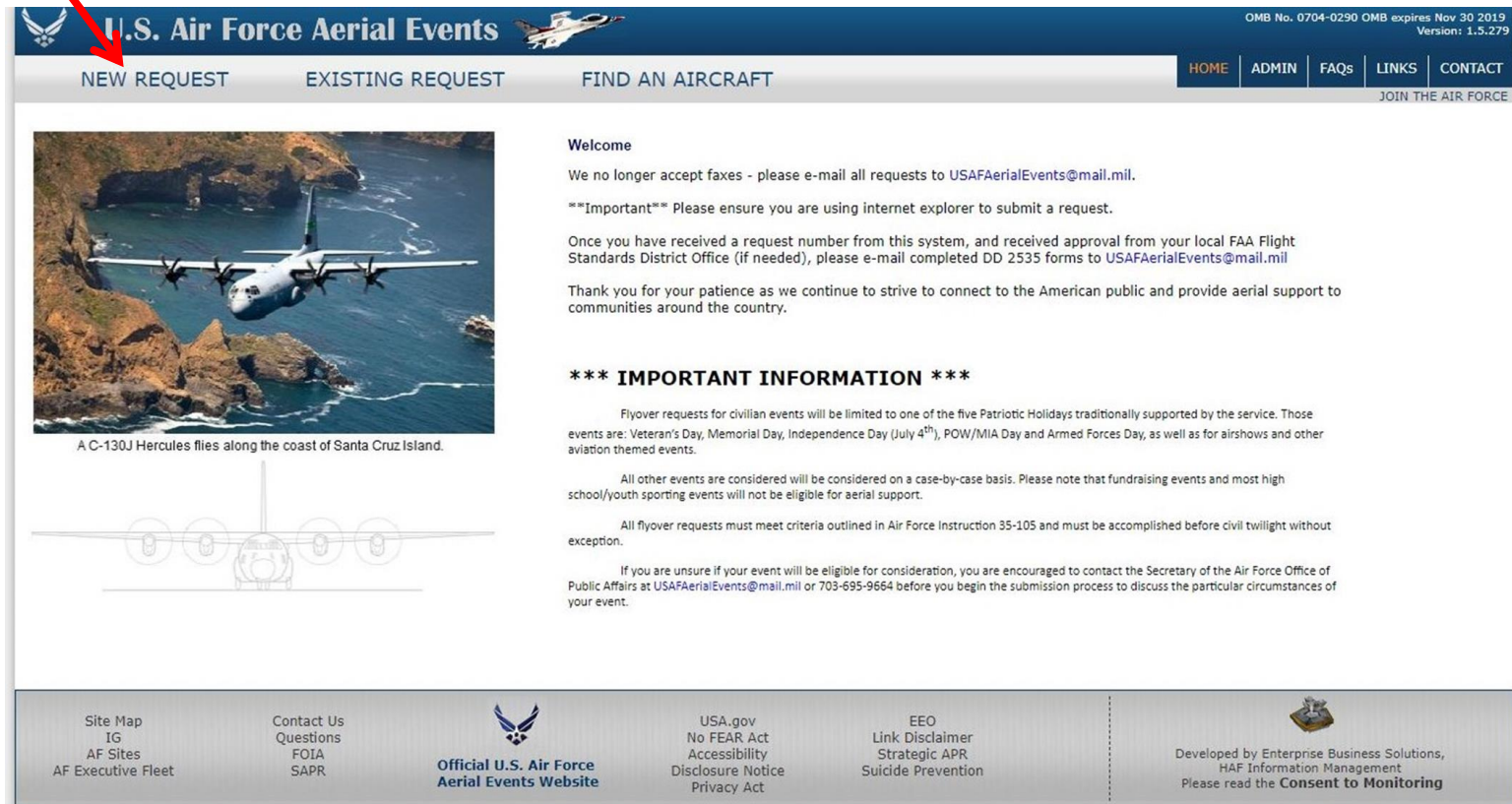
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1. Navigate to the SAF/PA USAF Aerial Events website:

<https://www.airshows.pa.hq.af.mil>

(Some browsers may flag this site. If this happens, accept and continue, try a different web browser or contact your IT department)

2. Click on “New Request”




U.S. Air Force Aerial Events

OMB No. 0704-0290 OMB expires Nov 30 2019
Version: 1.5.279

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A C-130J Hercules flies along the coast of Santa Cruz Island.

Welcome

We no longer accept faxes - please e-mail all requests to USAFaerialEvents@mail.mil.

Important Please ensure you are using internet explorer to submit a request.

Once you have received a request number from this system, and received approval from your local FAA Flight Standards District Office (if needed), please e-mail completed DD 2535 forms to USAFaerialEvents@mail.mil

Thank you for your patience as we continue to strive to connect to the American public and provide aerial support to communities around the country.

***** IMPORTANT INFORMATION *****

Flyover requests for civilian events will be limited to one of the five Patriotic Holidays traditionally supported by the service. Those events are: Veteran's Day, Memorial Day, Independence Day (July 4th), POW/MIA Day and Armed Forces Day, as well as for airshows and other aviation themed events.

All other events are considered will be considered on a case-by-case basis. Please note that fundraising events and most high school/youth sporting events will not be eligible for aerial support.

All flyover requests must meet criteria outlined in Air Force Instruction 35-105 and must be accomplished before civil twilight without exception.

If you are unsure if your event will be eligible for consideration, you are encouraged to contact the Secretary of the Air Force Office of Public Affairs at USAFaerialEvents@mail.mil or 703-695-9664 before you begin the submission process to discuss the particular circumstances of your event.

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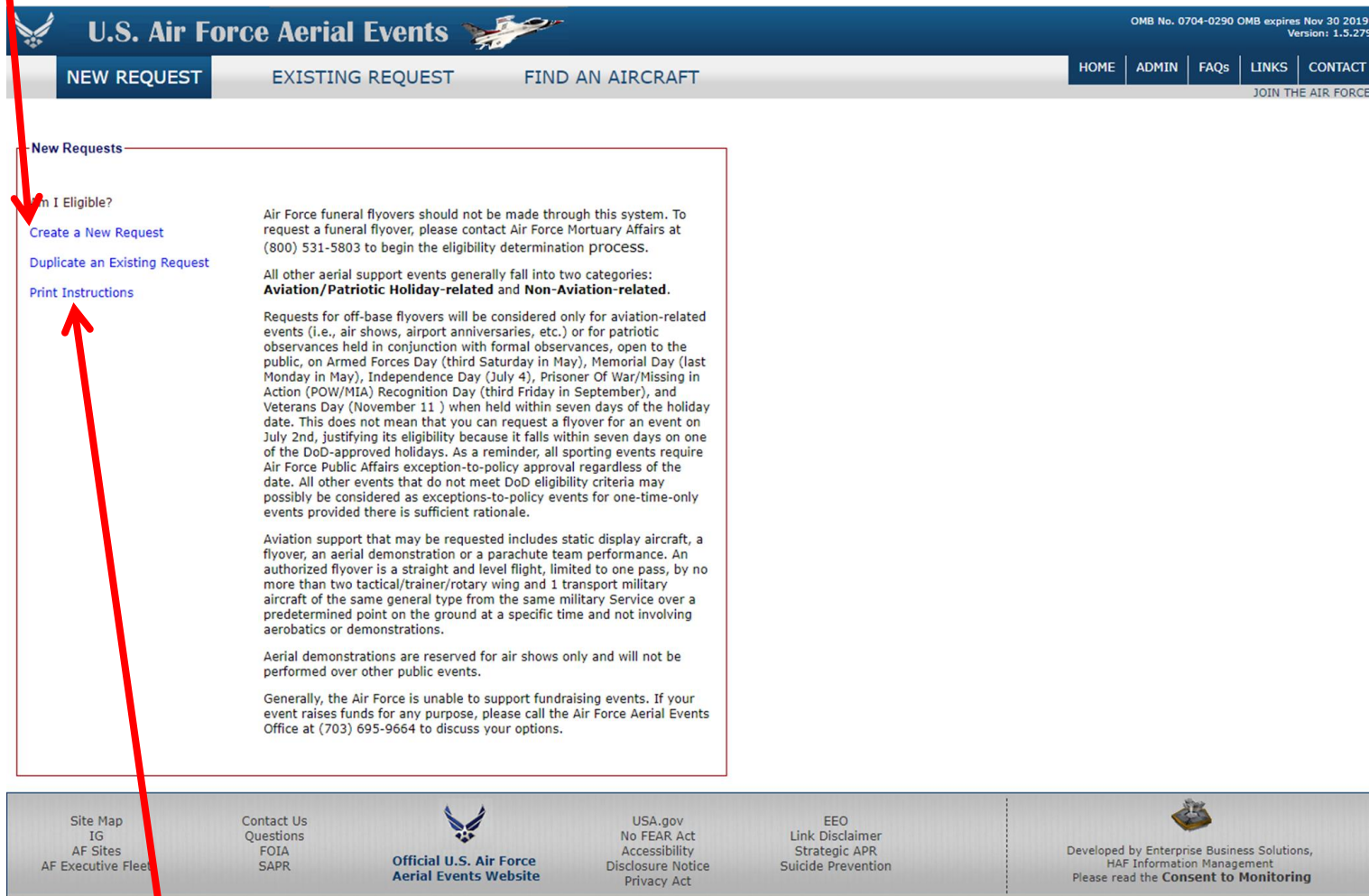


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3. Click on “Create a New Request”



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Air Force funeral flyovers should not be made through this system. To request a funeral flyover, please contact Air Force Mortuary Affairs at (800) 531-5803 to begin the eligibility determination process.

All other aerial support events generally fall into two categories: **Aviation/Patriotic Holiday-related** and **Non-Aviation-related**.

Requests for off-base flyovers will be considered only for aviation-related events (i.e., air shows, airport anniversaries, etc.) or for patriotic observances held in conjunction with formal observances, open to the public, on Armed Forces Day (third Saturday in May), Memorial Day (last Monday in May), Independence Day (July 4), Prisoner Of War/Missing in Action (POW/MIA) Recognition Day (third Friday in September), and Veterans Day (November 11) when held within seven days of the holiday date. This does not mean that you can request a flyover for an event on July 2nd, justifying its eligibility because it falls within seven days on one of the DoD-approved holidays. As a reminder, all sporting events require Air Force Public Affairs exception-to-policy approval regardless of the date. All other events that do not meet DoD eligibility criteria may possibly be considered as exceptions-to-policy events for one-time-only events provided there is sufficient rationale.

Aviation support that may be requested includes static display aircraft, a flyover, an aerial demonstration or a parachute team performance. An authorized flyover is a straight and level flight, limited to one pass, by no more than two tactical/trainer/rotary wing and 1 transport military aircraft of the same general type from the same military Service over a predetermined point on the ground at a specific time and not involving aerobatics or demonstrations.

Aerial demonstrations are reserved for air shows only and will not be performed over other public events.

Generally, the Air Force is unable to support fundraising events. If your event raises funds for any purpose, please call the Air Force Aerial Events Office at (703) 695-9664 to discuss your options.

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3a. If desired for reference, click on “Print Instructions” (Also attached to this reference as “SAF PA Instructions” PDF




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4. Enter your Point Of Contact email address twice. (this is MY email address, not yours)



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To begin a new request and create a request number, please enter your POC Email Address

POC Email Address

Confirm Email Address

Mark.boyer.7@us.af.mil

Submit

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5. Note the text, and click “Continue”



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JOIN THE AIR FORCE

Request Procedure

Event POC

Event & Site Information

Type of Aerial Support

Event Details

Terms & Conditions

Print Instructions

Request #: 77122378505

REQUEST PROCEDURE

United States Department of Defense

The information collected via this online form is used by the U.S. Air Force to evaluate the event for compliance with public law and Department of Defense policies, and to determine its eligibility for Armed Forces participation. Once an event has been approved as eligible, it is the event sponsor's responsibility to coordinate possible military unit participation.

The local sponsoring organization is responsible for the accurate completion of this online form and for conducting the event.


In all cases, military participation must not interfere with military operations and training programs, and must be at no additional cost to the U.S. Government. Sponsors will consult with local military recruiters and provide, at no charge, prime space at the event site for recruiting activities. Department of Defense is unable to support events for which sponsorship is intended to make a business profit. Events which have an admission charge, or other associated charges, do not necessarily preclude military participation. Military commands cannot participate in events which charge admission unless the military participation is incidental to the event, and not the primary attraction.

This number is extremely important. It is the reference number for you to recall or edit your request in the future, and for the 103rd AW to find and accept your request. Note this number and keep it somewhere safe!

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6. Fill the "Event POC" page out with your information, as indicated in the graphic below

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Print InstructionsRequest #: 7712237B505
* Denotes Required Fields

NAME

Local Sponsoring Organization *
Town of [YourTown] and CTANG

☐ Profit ☒ Non Profit

Title
Mr

First Name *
YourFirstName

Last Name *
YourLastName

MI

CONTACT INFORMATION

Email *
youraddress@email.com

Street *
YourStreet

Suite/Room

City *
YourCity

State *
CT

Zip Code *
YourZip

Primary Telephone *
YourPhone


Alternate Telephone
YourAlternate

Fax
YourFax

Save & ContinueSave & ExitCancel Request


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7. Fill the “Event & Site Information” page out with your information, as indicated in the graphic below

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Request Procedure Event POC **Event & Site Information** Type of Aerial Support Event Details Terms & Conditions

Print Instructions Request #: 7712237B505
* Denotes Required Fields

EVENTS & SITE INFORMATION

Event Title *
Memorial Day Parade

Is this an air show? * ☐ Yes ☒ No

Name of Event Site (i.e. airport name, fairground name, etc)
[YourTown] Town Center

Type of Site (i.e. airport, park, waterfront, etc) *
[Park]

City of Event * State (or INTL) * Zip/Postal Code *
[YourTown] CT [YourZip]

Certifier's Title Certifier's Name Certifier's Phone
[Parade Chairman] [Name] [Phone]

Date of event
Date: * Time of Flyover Alternate Date(s) of Event
[28 May 2019] [13:35]

Will you consider any date during the air show season? ☐ Yes ☒ No

Projected Attendance * Historical Attendance
[###] [###]

Site Elevation (feet above sea level) Runway Length (in feet) Runway Width (in feet)
[###]

Is there Arresting Gear? ☐ Yes ☒ No


Planned Media Coverage (check all that apply) * ☐ Television ☐ Radio ☐ Print ☐ Social Media ☐ None

Is there civilian aviation/aerial participation planned for the event? ☐ Yes ☒ No

Save & Continue Save & Exit Cancel Request

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Information about the site of the flyover

Information about either you, or whoever will be directly planning the details of the event.

You can be fairly general with the time on this form, but when planning with Lt Col Boyer, the more specific you can be, the better.

Just take your best guess at these numbers, don't worry about being too exact. Leave runway information blank

Just answer these to the best of your knowledge

Save & Continue



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8. Fill the “Type of Aerial Support” page out with your information, as indicated in the graphic below

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AIRCRAFT AERIAL DISPLAYS

☒ Flyover ?

Choose all that Apply:

☐ Fixed Wing Jet ☒ Fixed Wing Prop ☐ Helicopter ☐ Any ☐ Other

☐ Static Display ?

☐ Single Aircraft Demonstration/Heritage Flight ?

OTHER AERIAL DISPLAYS

☐ U.S. Air Force Wings of Blue Parachute Team

☐ Jump Platform for other approved jump teams (i.e. Navy Leap Frogs)

☐ Helicopter Rappelling/Special Patrol, Insertion, and Extraction

ADDITIONAL

Have you requested support from any other military service?
If so, please list requested support

List any specific DoD aerial support not listed above

List civilian and military aircraft at last year's event
C-130


Explain recruiting involvement in your event including local Armed Forces recruiting POC *
Memorial Day Parade

List all planned military involvement in your event (speakers, bands, honor guard support, etc) *
Memorial Day Parade

Save & Continue Save & Exit Cancel Request

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Save & Continue

If you filled this form out and were approved in 2019, even if we weather-cancelled, put “C-130” here



Simply put “Memorial Day Parade”

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9. Fill the “Event Details” page out with your information, as indicated in the graphic below

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* Denotes Required Fields

EVENT DETAILS

Please provide a brief description of the event theme and how military aviation support is an integral part of the event: *

Memorial Day Parade

How many years has this event been held? *

[##]

What is the Web Site for this event? *

[www.EventWebsite.com]

What are the charges and fees for the event? *

Admission Fees and Charges *	Parking Fees and Charges *	Seating Fees and Charges *	Other Fees and Charges *
0	0	0	0

Does event raise funds? * ☐ Yes ☒ No

EVENT ACCESSIBILITY

Will the event be open to the general public? *

☒ Yes ☐ No

Is event officially supported by local government? *

☒ Yes ☐ No

Will you provide a post-event report on request? *

☒ Yes ☐ No

Does sponsoring organization permit membership without regard to race, religion, sex or color? *

☒ Yes ☐ No

Will all aspects of the event be available to all persons without regard to race, religion, sex or color? *

☒ Yes ☐ No

Save & Continue Save & Exit Cancel Request

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“Simply put “Memorial Day Parade”

Use your best guess for how many years the event has been held

Enter the event website URL, if there is one, if not, leave blank

“0”

No

Mark all of these questions “Yes”

Save & Continue





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10. Read and agree to the Terms & Conditions

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TERMS & CONDITIONS

Your request for aviation support requires that you accept the following terms and conditions. If you are unable to accept these terms and conditions, your request for aviation support will be denied. Please contact us if you have any questions regarding these requirements.

THE SPONSOR AGREES TO: *(Items A thru H pertain to all aviation requests other than flyovers; Only items I thru K pertain to flyovers)*

- a. Obtain the air show waiver from the FAA monitor prior to the event for each activity requiring a waiver *(plan a 60-day lead time)*. Failure to obtain a waiver will result in demonstration cancellation at the expense of the sponsor.
- b. Pay demonstration team cost as outlined on page 4, paragraph 6 or 8 of **instructions**, as applicable.
- c. Provide or reimburse transportation, meals, and quarters costs *(including pre-event visits)* for Armed Forces participants, as required. *(Reimbursement for demonstration teams covered in paragraphs 6 or 8 of instructions.)*
- d. Provide suitable aircraft fuel at military contract prices. *(Sponsor must pay all costs over military contract prices, including any transportation and handling charges, if fuel is not available at such prices.)*
- e. Provide security for aircraft at event site during entire stay. *(Certain assets (i.e., B-2, F-22 and F-35) will require extensive security.)*
- f. Provide mobile firefighting, crash, and ground-to-air communications equipment at the show site for flight and parachute demonstrations and static display aircraft.
- g. Provide ambulance and medical personnel on site during flight and parachute demonstrations and certain other types of aerial activities as determined, in advance, by the military services.
- h. Provide aerial photograph and airfield diagram upon request.
- i. Provide telephone facilities for necessary official communications at the event site.
- j. Provide local military recruiters, prime on-site recruiting space at no charge. At minimum the space should be 20' x 30' and it should be located on a main, high traffic area.
- k. Display Air Force messaging as they pertain to your event.

☒ **I accept the terms and conditions above**

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This guide will explain later how to coordinate with the FAA

These will not be applicable for a Memorial Day flyover

Not Applicable for flyovers

Continue





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11. First, Print the DD-2535, then “Submit Request

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FINAL INSTRUCTIONS

Your request for aerial support is almost complete! To complete your submission, the following instructions apply:


1. Print (or save) the completed DD Form 2535 that appears as an Adobe Acrobat PDF file. ****If your form appears as blank, please save it to your computer anyway, and then open it from the save location. If it still does not have information filled out on it, please e-mail your request number to USAFaerialEvents@mail.mil, and we will send you a filled in form.****
2. Review the request form for accuracy. If you need to make any changes, close the Acrobat window, and select the "Review/Change Form" button below. Please note that if you declined any of the terms or conditions, your request may have been modified accordingly.
3. **Submit the request electronically using the "Submit Request" button below. You can make no further changes to your request after you submit it.**
4. On the printed DD-2535, the agent exercising authority for site use must sign and date Section II – Blocks 3.d and 3.e.
5. The President/Chairman of the sponsoring organization (the Base or Wing Commander if it is a DoD air base) must sign and date Section VII – Blocks 25.a and 25.b certifying the information contained on the DD2535 is correct and that he/she accepts the terms and conditions outlined on page three.
6. E-mail the first three pages, (please do not fax) with all signature blocks signed, to your local FAA Flight Standards District Office (FSDO) (Not required for static display only). The contact information for the office in your area can be found online at www.faa.gov/about/office_org/field_offices/fsdo/. Once the FAA has returned the completed form, e-mail pages 1, 2 and 3 to USAFaerialEvents@mail.mil.
7. You may check the status of your request online at www.airshows.pa.hq.af.mil.
8. After you finished reviewing the DD Form 2535, you can return to the Request for Military Aerial Support Home Page by selecting Home at the top of this page. Note: Every time you select Print and Save you will receive an Email that the request has been submitted.

[Print these instructions](#)

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You can print to a .pdf and save, or if you can't do that, print a hard copy for faxing

Clicking "Submit Request" should be your very last step on this website

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- Next, take your .pdf copy of the DD-2535, sign it digitally (or print, sign and scan) and email to Mr. Steve Schmid at the FAA at steve.schmid@faa.gov, subject “Memorial Day Flyover”, OR sign your paper copy normally and fax it to him at (860) 386-1825, OR bring it to the FAA Flight Standards District Office at EA-63, 1st Floor Building 85-214, Bradley International Airport, Windsor Locks, CT 06096-1009 (From Route 75 in Windsor Locks, go west on Spring St and the FSDO is on the corner of Light Ln and Fire House Rd.
 - Emailing a digital copy is the easiest method, if possible
- After the FAA has signed off on the form, they will send it back to you. Email this form to Air Force Public Affairs at USAFaerialEvents@mail.mil, using Internet Explorer.
- Finally, and MOST IMPORTANTLY, this whole process is simply for Public Affairs Headquarters and the FAA to approve your request as legal. You MUST contact Lt Col Boyer directly during or after this process to plan the actual flight itself!



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Questions?

If you have any questions at any point in this process, please feel free to contact Lt Col Boyer. The Flying Yankees are excited to support your event and happy to assist in the process!



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